

**DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS PROGRAM SERVICES**

October 13, 2009

REQUEST FOR INFORMATION

**PSYCHOLOGICAL SERVICES FOR
CO-OCCURRING FEMALE OFFENDERS
RFI No. PSD 10-CPS/BP-03**

Before issuing a request for proposal (RFP) to provide psychological services to co-occurring female offenders in the Women's Community Correctional Center (WCCC) Bridge Program, the Department of Public Safety, Corrections Program Services (PSD-CPS), is seeking through this RFI, comments on the scope of work and RFP requirements, and written descriptions of the range and types of services the respondents are able to provide. A copy of the draft scope of services is attached

A single contract will be awarded under this request for proposals. Funding is estimated at \$36,000.00 for the initial contract period of twelve months. The contract may be extended for two (2) additional twelve month periods or portions thereof, subject to satisfactory performance and the availability of funds beyond the initial contract period.

The purpose of the Bridge Program is to successfully reintegrate the offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society. The Bridge Program provides transitional opportunities from institutional living to community **living through** work and re-socialization furloughs. Five (5) of the fifteen (15) beds have been identified for those offenders that have been diagnosed as having co-occurring disorders. Specialized services are needed to address the identified problem areas of the offenders.

PSD-CPS will be accepting providers' comments regarding the scope of work, the RFP requirements, and written descriptions of the range and types of services the respondents are able to provide up to **October 28, 2009 at 4:30 PM** at PSD, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or via facsimile at (808) 587-1244 or e-mail at marc.s.yamamoto@hawaii.gov.

Please note that participation in this RFI process is optional, and is not required in order to respond to any subsequent procurement by the Department. **Neither the Department nor the interested party has any obligation under this RFI.**

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Section 2 Service Specifications

I. Introduction

A. Background

The Bridge program at the Women's Community Correctional Center (WCCC), is a 15-bed reintegration, work furlough program for female offenders who have completed substance abuse treatment while incarcerated. The Bridge Program participants have completed the Ke Alaula Therapeutic Community, Outpatient or Intensive Outpatient (IOP) substance abuse services at WCCC. The program assists in providing transitional opportunities from institutional to community living through work furloughs and community re-socialization furloughs. The Bridge Program uses the abstinence-based, cognitive behavioral approach to recovery from **substance abuse** and criminality **which is also** used in the primary treatment programs in the facilities. Five (5) of the fifteen (15) beds have been identified for those offenders that have been diagnosed as having co-occurring disorders.

B. Purpose or Need

The purpose of the Bridge Program is to successfully reintegrate the offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society. A significant number of Bridge participants are offenders with co-occurring mental health and substance use disorders. These offenders with co-occurring disorders are at high risk for recidivism. Recidivism is due in part because the "dual disorders" are not diagnosed or are inadequately addressed during their incarceration. Specialized services are needed to address the identified problem areas for the **estimated 5** female offenders identified as needing co-occurring treatment services in the Bridge program.

C. Description of the Goals of the Service

1. Screening for co-occurring disorders should be provided for all offenders placed in the Bridge program. Standardized screening approaches should include examination of the criminal justice history, mental health disorders, substance use disorders, the interactive effects of co-occurring disorders, motivation and readiness for treatment, suicidal thoughts and behavior, and infectious disease.
2. Treatment of offenders with co-occurring disorders should focus on obtaining integrated treatment services. Due to the chronic and relapsing course of severe mental illness and substance use disorders, a comprehensive range of services are required during the course of the offender's participation in the program. Treatment should include greater

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use of individualized counseling, greater emphasis on psycho-educational and supportive approaches.

3. Treatment services should be graduated in intensity and focus on motivation, persuasion, and commitment to recovery; and on the development of coping skills and lifestyle change.
4. Community supervision of offenders with co-occurring disorders requires additional monitoring to review abstinence and recurrence of symptoms, and to insure compliance with the conditions of the Bridge work furlough program.

D. Description of the Target Population to be Served

1. Inmates with 6 to 12 months before their tentative parole date.
2. Completion of primary substance abuse treatment while incarcerated and willingness to continue participation in substance abuse reintegration services. Substance abuse reintegration services will also be provided jointly with the Bridge counseling staff.
3. Inmates that meet the eligibility criteria for participation in the furlough program (Department of Public Safety Furlough Policy and Procedure, COR.14.15).

E. Geographic Coverage of Services

Services will be provided at the Women's Community Correctional Center (WCCC) and at the Service Provider's treatment office.

F. Probable funding amounts, source, and period of availability

The funding available for services under this request is estimated at \$36,000 for the period commencing on the date indicated on the Notice to Proceed for a period of 12 months. This contract may be extended for not more than two (2) additional twelve-month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

II. General Requirements

- A. Specific Qualifications or Requirements, Including but not Limited to Licensure or Accreditation
 1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

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2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one-year experience requirement, the service for which funds are being requested is a new service, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.

B. Secondary Purchaser participation

(Refer to §3-143-608, HAR)

There are no planned secondary purchasers; however, after the fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

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(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or Multi-term contracts to be awarded

☐ Single term (≤ 2 yr.) ☒ Multiple-term (> 2 yr.)

Award shall be for the twelve (12) months period commencing on the date indicated on the Notice to Proceed. The contract may be extended for two (2) additional twelve (12) months or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Marc S. Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts Section
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone: (808) 587-1215
Fax: (808) 587-1244
e-mail: marc.s.yamamoto@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Service Provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders with co-occurring disorders transitioning from incarceration to the community. This section shall include, at a minimum the following:

1. Screening

Department of Public Safety staff will complete initial substance abuse screens and mental health screens to determine the type of treatment services required.

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2. Assessment Services

Service Provider will provide assessments of the newly admitted participants in the Bridge Program and develop an individualized treatment plan and a reentry/follow up plan. Assessment is an on-going process, and must consider new issues that arise, and new information that is obtained over the course of treatment. Key components that should be reviewed in the assessments of co-occurring disorders include the following:

- Symptoms of co-occurring disorders, including specific mental health and substance abuse symptoms, symptom severity, acute or chronic nature of symptom, and duration of disorder.
- Substance abuse history and patterns of current use, including the drug of choice, other secondary drugs, misuse of prescription drugs, reasons for substance abuse, context of substance abuse, periods of abstinence and how they were attained, treatment history, age of onset, frequency, amount, and duration of use, and patterns of high and low use, and types of treatment and ancillary services that are needed.
- Mental health history and current status, including significant past and current symptoms (i.e., suicidal, depression, anxiety, psychosis, paranoia, stress, self-image, inattentiveness, impulsiveness, hyperactivity), treatment history, the history of psychotropic medications and current use of medication, and patterns of denial and manipulation, and types of treatment and ancillary services that are needed.
- Interaction between the co-occurring disorders, including patterns of mental health symptoms and substance abuse, effects of mental health symptoms on substance abuse (and vice versa), and the chronology of mental health and substance use disorders.
- Family and social relationships, including social interactions and lifestyle, existing sources of social pressure to use drugs and alcohol, family history of mental health and substance use disorders, and evidence of current support systems. The stability of the home and effects of the home / other relevant social environments (i.e., work, school) on abstinence from substance use.
- Medical history and current health status, including the history of injury and trauma, chronic disease, physical disabilities, substance toxicity and withdrawal, impaired cognition, neurological symptoms, and prior use of psychiatric medication.
- Criminal justice history and current status, including the record of prior juvenile and adult arrests and convictions, the history of incarceration in jail and prison, violent offenses, the most recent offense of record, and the history of community supervision.

3. Treatment Planning

The Service Provider shall develop a treatment plan with the offender, specific to her needs, based on the information obtained in the assessment. The Treatment Plan will include, but not limited to:

- Long term goals for treatment,
- Short term goals to address each problem area,

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- Strengths possessed by the offender that will assist in achieving these goals,
- Objectives for each problem area listed,
- Specific strategies to be used to achieve the objectives,
- Target dates for achievement of each strategy,
- Treatment plan reviews,
- Community treatment resources.

4. Case Management

Service Provider will participate in regular meetings with the Bridge Staff and other members of the facility treatment team in order to insure appropriate treatment is being provided, and services are being coordinated properly.

Service provider may be asked to attend the Parole Board meetings, or other meetings that relate to the treatment of the offenders and the development of programs. Service provider shall assist facility staff with data collection and reports when necessary.

5. Referral and Discharge Planning

Service Provider will assist the offender with Discharge Planning that will include identification of Aftercare support, 12 Steps or other community sources of support, counseling resources for on-going family or other therapy, and referrals as appropriate. The Service Provider shall also ensure that Aftercare support is available for the offenders that have completed the treatment program and about to live independently in the community.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1) Personnel

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service

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Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2) Administrative

- a) Service Provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service Provider is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- c) Service Provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service Provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

3) Quality assurance and evaluation specifications

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a service provider operating a residential program;

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- c) List of experience as a service provider providing services to offenders;
- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts;
- e) Success service provider has had in recruiting and retaining quality staff; and
- f) Service provider's current financial statement and any financial audits completed in the last three years.

4) Required Data Reporting (Process Data)

- a) Total number of offenders referred for treatment.
- b) Total number of offenders accepted into treatment.
- c) Number of offenders who were terminated from treatment.
- d) Number of offenders returned to general population as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of offenders returned to general population as a result of a criminal offense.
- f) Number of offenders who were terminated from treatment as a result on non-compliance with the treatment plans.
- g) Number of offenders who completed treatment and placed on extended furlough.
- h) Number of offenders who completed treatment and paroled.

5) Required Performance Measures (Outcome Measures)

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who are paroled or released.

6) Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list

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of offenders they are treating by facility jurisdiction for drug testing purpose in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Substance Abuse Services Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - For absent resident, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Report of any knowledge of criminal activity by an inmate whether potential of actual, to the Department in accordance with agreed upon procedures.

7) Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

8) Units of service and unit rate

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable as well as the estimated number of units to be provided.